



GOVERNANCE COMMITTEE

31 AUGUST 2016

Subject Heading:

**Terms and Conditions Review –
Progress Report**

CMT Lead:

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Policy context:

Update Committee Members on progress
of the review.

Financial summary:

The content of the report relates to
information and procedure and
has no specific financial implications

The subject matter of this report deals with the following Council Objectives

Havering will be clean and its environment will be cared for
People will be safe, in their homes and in the community
Residents will be proud to live in Havering



SUMMARY

The report anticipates that the Committee will be asked to make a decision on changes to staff terms and conditions of service in the autumn and updates the Committee on the progress of the review.

RECOMMENDATIONS

That the Governance Committee:

1. Notes the report's contents
2. Records any comments for the guidance of officers conducting the review and the consultation with staff and trade unions.

REPORT DETAIL

1. The Council is undertaking a review of the terms and conditions (T&C's) of service of its staff. The purpose of the review is to identify and replace those existing T&C's that are inconsistent, outdated or do not assist the delivery of services. As well as creating a set of T&Cs that are more fitted to the Council's business needs, it is also intended that the review should create savings as part of the Council's budget strategy.
2. The Chief Executive has authority to approve the proposals that will be subject to consultation but not to approve the implementation of those proposals or any variation upon them that might result from consultation. Under section 112 of the Local Government Act 1972 this function is a non-executive function and, depending on the outcome of the consultative process it is anticipated that the Council will need to decide whether or not to implement the changes. For that reason, the Council, on 30th March 2016, delegated to the Governance Committee formal decisions in relation to Council wide changes to T&C's and amended the terms of reference of the Committee accordingly. A formal decision on the final proposals arising from the review is not anticipated to be required before the autumn and possibly later.
3. The Council aims to commence consultation with staff on the T&C's proposals on 19 September 2016. In accordance with statutory requirements, the consultation period will run for at least 45 days to 2 November (though this may be extended if necessary). Implementation will be subject to a number of factors (including the formal decision of the Governance Committee) but is anticipated to be as early as possible in 2017.
4. A brief summary of the Council's draft proposals were provided to the Governance Committee at its meeting on 29 June 2016. The Committee were advised that the draft proposals were likely to be amended through the

summer in response to further feedback from corporate Heads of Service and from Head Teachers in Community and Voluntary Controlled schools. Additionally, trade unions have been informally consulted on the draft proposals and some adjustments have been made. The detailed proposals (which will form the basis of consultation) are due to be signed-off by the Chief Executive on 2 September.

5. The Governance Committee requested that a more detailed summary of the proposals be provided at the 31 August Committee meeting for information. A full set of the latest draft proposals is therefore set out at Appendix 1 (as at 19/8/16). It should be noted that these proposals are still provisional at this stage but are not expected to change significantly before the launch of consultation.
6. To launch the consultation process, staff will be invited to a series of presentations/briefing sessions during the period from 13-23 September, delivered by the Chief Executive, members of the Strategic and Corporate Leadership teams and, in schools, by Head Teachers. Each employee will receive an Employee Consultation Pack comprising a cover letter from the Chief Executive, a full set of the Council's proposals together with details of how the Council's proposals would impact on them as an individual.
7. To support the consultation process, further detailed information will be placed on the Council's T&C intranet page (including Frequently Asked Questions) as well as access to phone and email hotlines for staff to raise any queries. A series of "drop-in sessions and surgeries" will be provided by HR staff at various Council sites (including schools) during the consultation period to provide staff with face to face support as necessary. The focus of consultation/negotiation will be through the T&C Consultation Forum with the recognised trade unions.
8. As well as listening to staff, responding to their feedback on the Council's proposals and making adjustments to the proposals where it is considered appropriate to do so, one of the primary aims of consultation is to try to achieve a collective agreement with the trade unions regarding the Council's proposals.
9. Progress reports during consultation will be provided to future meetings of the Governance Committee prior to a full report setting out the conclusions of the review with final proposals for the Committee to consider for implementation.

IMPLICATIONS AND RISKS

Financial implications and risks: There are no financial implications or risks arising directly from this report.

Legal implications and risks: There are no legal implications or risks arising directly from this report.

Human Resources implications and risks: The report relates to a major review of employee terms and conditions but has, of itself, no direct bearing on human resources.

Equalities implications and risks:

The report has no direct equalities or social implications nor is an Equalities Assessment required. It should be noted that the review of terms and conditions referred to in the report might potentially have equalities implications and will be subject to an independent equalities assessment before being presented to this Committee for a decision.

BACKGROUND PAPERS

None